

ARCHIVAL MATERIALS USE POLICY

USE

- Only pencils or laptop computers may be used to take notes. No pens are allowed.
- To ensure materials be maintained in their original order, limit archives to one box on table, and one folder from that box at a time. Do not remove materials from their folders.
- Users must handle materials with care and refrain from leaning on, folding, tearing, or marking materials.
- All items must remain on the table while in use and not on the lap or on top of boxes.
- We reserve the right to inspect papers, notebooks, and any other materials leaving the reading room.

DUPLICATION

Let the staff person know what you would like to duplicate. Most CSWR materials may be duplicated, excepting those that might be harmed in the duplication process or where there are copyright or donor restrictions against providing copies.

Self-Serve in the CSWR's Anderson Reading Room. Don't forget to record citation info as you go! No fees.

- **Bookeye overhead scanner.** Download images to your USB flash drive; email images to yourself (UNM email accounts only at this time); or print out from this scanner.
- **Personal scanner.** Check with staff for approval of your scanner. Bound items must be scanned on the Bookeye overhead scanner only.
- **Digital camera.** Use your own, or borrow ours and download images to your email or flash drive.
- Also available for use in the Anderson Room: **copy stand, flash drives, book cradles and paper weights.**

Duplication Request Orders to be picked up or mailed to you in a few days time:

- **Photocopies.** Ask for instructions for marking materials. Copies are 25¢ per page. Mailing charges extra.
- **Oversize materials/architectural drawings duplication.** Some oversize items may be scanned on the Bookeye scanner. For larger items or items requiring special processes, we send materials out to Mesa Reprographics for photocopies, scanning, blue line or other special format outputs.
- **Scanning.** We can make high or low resolution scans for you at \$2.00 per image plus a CD charge. These flatbed scans are not available for bound items (use the Bookeye scanner or a camera).
- **Audio/Video.** We do not allow duplication of audio or video materials without special permissions. Exceptions are duplication of archival recordings for members of families and tribes, and loan copies of a/v to UNM faculty for classroom use. Please see CSWR staff member for further information and procedures.

COPYRIGHT & PERMISSIONS

- Users assume full responsibility for conforming with copyright laws and conventions, libel laws and individuals' rights to privacy, and for the literary property rights that may be involved with the use of any CSWR materials.
- The CSWR does not hold the copyright to many of the original materials in its collections. It is the responsibility of the researcher to obtain any required copyright permissions from the copyright holder.
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- Copyright questions? See www.copyright.gov, or copyright guides in the UNM library (subject = "Copyright—United States"), including the useful *Complete Copyright: An Everyday Guide for Librarians*.